

<p>CITY OF BEAVERTON Assistant City Attorney 2</p>
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General Summary

Assist the City Attorney in providing legal advice and representation to the City, Mayor, Council, department heads and their designated staff on a broad range of legal issues.

Key Distinguishing Duties

Overall responsibility for providing legal advice and representation on a broad range of legal issues.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Provide legal counsel for litigation and contested cases from hearing through appeal.
2. Negotiate and draft settlement agreements, contracts for goods and services, intergovernmental agreements and routine real property conveyances.
3. Review and/or draft state and local legislation and administrative policies and procedures for assigned department(s).
4. Coordinate and manage assigned cases. Prosecute municipal violations on a relief basis. Assign work to legal support staff. Assist in training.
5. Evaluate performance and program effectiveness and recommend action for improvement as necessary.
6. Participate in department operational processes including staff selection, budget preparation/monitoring, policy/procedure development and implementation.
7. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations.
8. Produce an acceptable quantity and quality of work that is completed within established timelines.

9. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
10. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Attend public meetings as City's or other public body's legal counsel.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Follow standards as outlined in the Employee Handbook.
15. Support and respect diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of practices and principles of municipal law.
- ◆ Working knowledge of the laws and regulations governing municipalities and municipal activities, such as land use regulations, labor relations and risk management.
- ◆ Working knowledge of civil and criminal legal procedures.
- ◆ Working knowledge of legal research techniques.
- ◆ Working knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to municipal law.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of human resources practices.

Skills/Abilities Required

- ◆ Strong ability to conduct litigation.
- ◆ Advanced skill in conducting legal research, analyzing legal issues and drafting legal documents.

- ◆ Advanced skill in conceptual analysis particularly in analyzing cases and determining appropriate strategies.
- ◆ Strong ability to provide legal advice and conduct negotiations.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make persuasive legal presentation and argument. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing, spreadsheet programs or other application software as required for position.

Minimum Qualifications Required for Entry

Juris Doctor (J.D.) degree from an accredited school of law and 5 years of progressively responsible diverse legal experience including civil litigation and trials and public liability issues or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Membership in the Oregon State Bar Association.
- ◆ Licensed to appear in Federal Court.
- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

As of 10/97: Assistant Attorney II

Revised: 1/98

New class specification title 1/98: Assistant City Attorney II

Revised: 1/1/09

Status: M2
FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date